May 2021 Payroll Cycle

_	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll
Date		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	Validation Run
12 April	12 April		Tasks completed by 5pm on the Supplementary Payroll Deadline, 22 April, will be included in the April payroll run.	Up to Payroll Run: may be run at any time of the day
13 April				
14 April				
15 April				
16 April				
17 April		-		
18 April				
19 April 20 April				
20 April 21 April		-	-	day
22 April	April Supplementary Payroll Deadline			
23 April				
24 April		Tasks completed and approved by 5pm on the Payroll Deadline, 10 May,	No User Input	-
25 April	April Payroll Run			
26 April	1			
27 April		will be included in the		
28 April		May payroll run.		Once a day from 5pm
29 April	April Pay Day			
30 April				
01 May				
02 May			Tasks completed from 27 April up to 5pm on the supplementary deadline,	
03 May	Bank Holiday			
04 May				
05 May	May Casual Payments Deadline			
06 May	Support Request & Data Service Deadlines			
07 May				
08 May				
09 May				
10 May	May Payroll Deadline		20 May, will be included	
11 May			in the May payroll run.	+ + +
12 May		-		
13 May				
14 May		-	-	-
15 May				
16 May				Up to Payroll Run: may
17 May			T	be run at any time of the
18 May			T T	- day
19 May				
20 May	May Supplementary Payroll Deadline			
21 May	May Payroll Run			-
22 May		Tasks completed and	No User Input	
23 May		approved from 11 May		
24 May		until 5pm on the Payroll		
25 May		Deadline, 10 June, will be		-
26 May	Have Dave Da	included in the June		
27 May	May Pay Day	payroll run.		
28 May				
29 May 30 May			Tasks completed from 25 May up to 5pm on the supplementary deadline, 22 June, will be included in the May payroll run.	Once a day from 5pm
30 May 31 May	Bank Holiday			
01 June	Bank Holiday			
01 June				
02 June	Staff Request Deadline			oneo a day nom opin
04 June				
05 June				- - - - -
06 June				
07 June	June Casual Payments Deadline Support Request & Data Service Deadlines			
08 June				
09 June				
	June Payroll Deadline			
10 June				